

Business Objective	Federal Regulation	CFR Reference
F.1.1 F.1.3 F.1.6 F.2.1 F.2.2 F.2.3 F.2.4 F.4.1 F.5.1	The State agency may opt to waive the face-to-face interview in favor of a telephone interview for all households which have no earned income and all members of the household are elderly or disabled.	7CFR273 page 629
F.1.1 F.1.2 F.1.6 F.2.1 F.2.2 F.2.3 F.2.4 F.3.1 F.4.1 F.4.2 F.5.1	FSRIA allows State agencies to rely solely on information from the State's Child Support Enforcement Agency in determining the household's obligation and actual child support payments. The household would not have further reporting and verification requirements.	Federal Register / Vol. 69, No. 74
F.1.2 F.1.5 F.1.6 F.2.1 F.2.2 F.2.3 F.4.1 F.5.1	The Farm Bill of 2002 requires states with web sites to make their Food Stamp application available online. The web-based application must be in each language in which printed applications are available.	
F.1.1 F.1.5	The State agency must have a procedure for informing persons who wish to apply for food stamps about the application process and their rights and responsibilities.	7CFR 273.2 page 624

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F.1.6 F.2.2 F.2.4 F.4.1 F.5.1		
F.1.1 F.1.3 F.1.5 F.1.6 F.1.7 F.1.8 F.2.2 F.2.3 F.2.4 F.4.1 F.4.2 F.5.1	<p>Households must file food stamp applications by submitting the forms to the food stamp office either in person, through an authorized representative, by fax or other electronic transmission, by mail, or by completing an on-line electronic application.</p> <p>The State agency must provide households that complete an on-line electronic application in person at the food stamp office the opportunity to review the information that has been recorded electronically and must provide them with a copy of that information for their records.</p>	7CFR 273.2 page 626
F.1.1 F.1.6 F.2.1 F.2.2 F.2.3 F.2.4 F.3.1 F.4.1 F.4.2 F.5.1	Applications signed through the use of electronic signature techniques or applications containing a handwritten signature and then transmitted by fax or other electronic transmission are acceptable.	7CFR 273.2 page 626
F.1.1 F.1.2 F.1.3 F.1.6	The household shall be advised that it does not have to be interviewed before filing the application and may file an incomplete application form as long as the form contains the applicant's name and address, and is signed by a responsible member of the household or the household's authorized representative.	7CFR 273.2 page 626

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F.1.8 F.2.1 F.2.2 F.2.3 F.2.4 F.4.1		
F.1.1 F.1.2 F.1.3 F.1.5 F.1.6 F.2.2 F.2.3 F.2.4 F.4.1 F.5.1	State agencies shall encourage households to file an application form the same day the household or its representative contacts the food stamp office in person or by telephone and expresses interest in obtaining food stamp assistance or expresses concerns which indicate food insecurity.	7CFR 273.2 page 626
F.1.1 F.1.2 F.1.3 F.1.6 F.1.7 F.2.1 F.2.2 F.2.3 F.2.4 F.4.1 F.4.2 F.5.1	<p>When a household contacts the wrong certification office within a project area in person or by telephone, the certification office shall, in addition to meeting other requirements in paragraph (c)(2)(i) of this section, give the household the address and telephone number of the appropriate office. The certification office shall also offer to forward the household's application to the appropriate office that same day if the household has completed enough information on the application to file or forward it the next day by any means that ensures the application arrives at the application office the day it is forwarded. The household shall be informed that its application will not be considered filed and the processing standards shall not begin until the application is received by the appropriate office.</p> <p>In State agencies that elect to have Statewide residency, as provided in Sec. 273.3, the application processing timeframes begin when the application is filed in any food stamp office in the State.</p>	7CFR 273.2 page 627
F.1.6 F.1.8	Regardless of the type of system the State agency uses (paper or electronic), the State agency must provide a means for applicants to immediately begin the application process	7CFR 273.2 page 627

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F.2.1 F.2.2 F.2.3 F.4.1 F.4.2 F.5.1	with name, address and signature.	
F.1.3 F.1.6 F.2.1 F.2.4 F.5.1	The State agency shall not determine the household to be ineligible when a person outside of the household fails to cooperate with a request for verification.	7CFR 273.2 page 628
F.1.1 F.1.2 F.1.6 F.2.1 F.2.2 F.2.3 F.2.4 F.4.1 F.4.2 F.5.1	Interviews may be conducted at the food stamp office or other mutually acceptable location, including a household's residence.	7CFR 273.2 page 628
F.1.1 F.1.2 F.1.5 F.1.6 F.2.4 F.4.1 F.5.1	The interviewer must advise households of their rights and responsibilities during the interview, including the appropriate application processing standard and the households' responsibility to report changes.	7CFR 273.2 page 628
F.1.1 F.1.3 F.1.6	The State agency may opt to waive the face-to-face interview in favor of a telephone interview for all households which have no earned income and all members of the household are elderly or disabled.	7CFR 273.2 page 629

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F.2.1 F.2.2 F.2.3 F.2.4 F.4.1 F.5.1		
F.1.1 F.1.2 F.1.6 F.2.1 F.2.2 F.2.3 F.2.4 F.3.1 F.4.1 F.4.2	State agencies may and are strongly encouraged to obtain information regarding a household member's child support obligation and payments from Child Support Enforcement (CSE) automated data files.	7CFR 273.2 page 633
F.1.1 F.1.2 F.1.3 F.1.6 F.1.7 F.1.8 F.2.1 F.2.2 F.2.3 F.2.4 F.3.1 F.4.1 F.4.2 F.5.1	The State agency may establish its own standards for the use of verification, provided that, at a minimum, all questionable factors are verified in accordance with paragraph (f)(2) of this section and that such standards do not allow for inadvertent discrimination.	7CFR 273.2 page 634
F.1.1	If a State agency opts to verify a deductible expense and obtaining the verification may	7CFR 273.2 page 634

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F.1.2 F.1.3 F.1.6 F.2.1 F.2.3 F.2.4 F.4.1 F.5.1	delay the household's certification, the State agency shall advise the household that its eligibility and benefit level may be determined without providing a deduction for the claimed but unverified expense.	
F.1.1 F.1.2 F.1.3 F.2.1 F.2.2 F.2.3 F.2.4 F.4.1 F.4.2 F.5.1	<p>State agencies shall verify the following information prior to certification for households initially applying:</p> <ul style="list-style-type: none"> • Gross nonexempt income • Alien eligibility • Utility expenses (actual only) • Medical expenses • Social security numbers • Residency • Identity (Examples of acceptable documentary evidence which the applicant may provide include, but are not limited to, a driver's license, a work or school ID, an ID for health benefits or for another assistance or social services program, a voter registration card, wage stubs, or a birth certificate) • Disability • State agencies shall verify all factors of eligibility for households who have been terminated for refusal to cooperate with a State quality control reviewer, and reapply after 95 days from the end of the annual review period. • Household composition (if questionable) • Students • Legal obligation and actual child support payments • Additional verification for able-bodied adults subject to the time limit 	7CFR 273.2 page 629 – 634
F.1.1 F.1.2	The household has primary responsibility for providing documentary evidence to support statements on the application and to resolve any questionable information. The State	7CFR 273.2 page 635

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F.1.3 F.1.5 F.1.6 F.1.7 F.1.8 F.2.1 F.2.2 F.2.3 F.2.4 F.3.1 F.4.1 F.4.2 F.5.1	agency must assist the household in obtaining this verification provided the household is cooperating with the State agency as specified under paragraph (d)(1) of this section. Households may supply documentary evidence in person, through the mail, by facsimile or other electronic device, or through an authorized representative. The State agency must not require the household to present verification in person at the food stamp office. The State agency must accept any reasonable documentary evidence provided by the household and must be primarily concerned with how adequately the verification proves the statements on the application.	
F.1.1 F.1.2 F.1.3 F.1.5 F.1.6 F.1.7 F.1.8 F.2.1 F.2.2 F.2.3 F.2.4 F.3.1 F.4.1 F.4.2	Case files must be documented to support eligibility, ineligibility, and benefit level determinations. Documentation shall be in sufficient detail to permit a reviewer to determine the reasonableness and accuracy of the determination.	7CFR 273.2 page 636
F.1.3 F.1.6 F.1.7 F.2.1	Recertification--(A) At recertification the State agency shall verify a change in income if the source has changed or the amount has changed by more than \$50. Previously unreported medical expenses, actual utility expenses and total recurring medical expenses which have changed by more than \$25 shall also be verified at recertification.	7CFR 273.2 page 636

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F.2.3 F.2.4 F.3.1 F.4.1 F.4.2 F.5.1	<p>The State agency shall not verify income if the source has not changed and if the amount is unchanged or has changed by \$50 or less, unless the information is incomplete, inaccurate, inconsistent or outdated. The State agency shall also not verify total medical expenses, or actual utility expenses claimed by households which are unchanged or have changed by \$25 or less, unless the information is incomplete, inaccurate, inconsistent or outdated. The State agency shall require a household eligible for the child support deduction to verify any changes in the legal obligation to pay child support, the obligated amount, and the amount of legally obligated child support a household member pays to a non-household member. The State agency shall verify reportedly unchanged child support information only if the information is incomplete, inaccurate, inconsistent or outdated.</p>	
F.1.1 F.1.2 F.1.3 F.1.5 F.1.6 F.2.1 F.2.3 F.2.4 F.3.1 F.4.1 F.5.1	<p>The State agency's application procedures shall be designed to identify households eligible for expedited service at the time the household requests assistance. For example, a receptionist, volunteer, or other employee shall be responsible for screening applications as they are filed or as individuals come in to apply.</p>	<p>7CFR 273.2 page 641</p>
F.1.1 F.1.2 F.1.3 F.1.6 F.2.1 F.2.2 F.2.3 F.2.4 F.3.1 F.4.1	<p>For those factors of eligibility which are needed to determine both PA eligibility and food stamp eligibility, the State agency may use the PA verification rules.</p>	<p>7CFR 273.2 page 645</p>

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F.5.1		
F.1.1 F.1.2 F.1.3 F.1.6 F.1.7 F.2.1 F.2.3 F.2.4 F.3.1 F.4.1 F.5.1	<p>The following households are categorically eligible for food stamps unless the entire household is institutionalized as defined in Sec. 273.1(e) or disqualified for any reason from receiving food stamps:</p> <ul style="list-style-type: none"> Any household (except those listed in paragraph (j)(2)(vii) of this section) in which all members receive or are authorized to receive cash through a PA program funded in full or in part with Federal money under Title IV-A or with State money counted for maintenance of effort (MOE) purposes under Title IV-A Any household (except those listed in paragraph (j)(2)(vii) of this section) in which all members receive or are authorized to receive non-cash or in-kind benefits or services from a program that is more than 50 percent funded with State money counted for MOE purposes under Title IV-A or Federal money under Title IV-A and that is designed to forward purposes one and two of the TANF block grant, as set forth in Section 401 of P.L. 104-193 Any household (except those listed in paragraph (j)(2)(vii) of this section) in which all members receive or are authorized to receive non-cash or in-kind benefits or services from a program that is more than 50 percent funded with State money counted for MOE purposes under Title IV-A or Federal money under Title IV-A and that is designed to further purposes three and four of the TANF block grant, as set forth in Section 401 of P.L. 104-193, and requires participants to have a gross monthly income at or below 200 percent of the Federal poverty level (continued but not included in this document) <p>The State agency, at its option, may extend categorical eligibility to the following households only if doing so will further the purposes of the Food Stamp Act:</p> <ul style="list-style-type: none"> Any household (except those listed in paragraph (j)(2)(vii) of this section) in which all members receive or are authorized to receive non-cash or in-kind services from a program that is less than 50 percent funded with State money counted for MOE purposes under Title IV-A or Federal money under Title IV-A and that is designed 	7CFR 273.2 page 646 - 647

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	<p>to further purposes one and two of the TANF block grant, as set forth in Section 401 of P.L. 104-193. States must inform FNS of the TANF services under this paragraph that they are determining to confer categorical eligibility.</p> <ul style="list-style-type: none"> • Subject to FNS approval, any household (except those listed in paragraph (j)(2)(vii) of this section) in which all members receive or are authorized to receive non-cash or in-kind services from a program that is less than 50 percent funded with State money counted for MOE purposes under Title IV-A or Federal money under Title IV-A and that is designed to further purposes three and four of the TANF block grant, as set forth in Section 401 of P.L 104-193, and requires participants to have a gross monthly income at or below 200 percent of the Federal poverty level • Any household in which one member receives or is authorized to receive benefits according to paragraphs (j)(2)(i)(B), (j)(2)(i)(C), (j)(2)(ii)(A) and (j)(2)(ii)(B), of this section and the State agency determines that the whole household benefits • For purposes of paragraphs (j)(2)(i), (j)(2)(ii), and (j)(2)(iii) of this section, ``authorized to receive" means that an individual has been determined eligible for benefits and has been notified of this determination, even if the benefits have been authorized but not received, authorized but not accessed, suspended or recouped, or not paid because they are less than a minimum amount. <p>The eligibility factors which are deemed for food stamp eligibility without the verification required in paragraph (f) of this section because of PA/SSI status are the resource, gross and net income limits; social security number information, sponsored alien information, and residency. However, the State agency must collect and verify factors relating to benefit determination that are not collected and verified by the other program if these factors are required to be verified under paragraph (f) of this section .</p>	
F.1.3 F.1.6 F.2.1 F.2.2 F.3.1 F.3.2	<p>At each SSA office, the State agency shall either arrange for SSA to complete and forward food stamp applications, or the State agency shall outstation State food stamp eligibility workers at the SSA Offices with SSA's concurrence, based upon an agreement negotiated between the State agency and the SSA.</p>	<p>7CFR 273.2 page 650</p>

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F.4.1 F.4.2 F.5.1		
F.1.5 F.1.6 F.2.1 F.2.2 F.2.3 F.2.4 F.3.1 F.4.1 F.5.1	The State agency must develop an application to be used by households when applying for recertification. It may be the same as the initial application, a simplified version, a monthly reporting form, or other method such as annotating changes on the initial application form. A new household signature and date is required at the time of application for recertification.	7CFR 273.14 page 745 – 746